



CITY OF BALTIMORE
Permit Office
200 Holliday Street
Baltimore, Maryland 21202
Park Permits 410.396.7070|All Other Permits 410.396.1916

SPECIAL EVENT APPLICATION

- 9 Applications must be submitted 75 days prior to the event. The earlier you apply, the lower the fee.
- 9 Organizers of new and large events should attend an interagency ICE meeting to coordinate City Services.
- 9 Nonprofits must provide proof of status.

**** REQUIRED: See Appendix on Page 9-10 for American with Disabilities Act (ADA) Accessibility Guidelines for Special Events.**

FEES

Events in Right of Way

- \$80 nonrefundable application fee (due 8 weeks prior to event)
- \$125 (6-8 weeks prior to the event)
- \$250 (4-6 weeks prior to the event)
- \$45 Additional Fire Department Review Fee

Events in City Parks

- \$75 nonrefundable application fee
- \$100 late fee if less than 8 weeks
- Daily impact fee varies by location
- Security deposit varies by location

Organization name: _____

Telephone: _____ Fax: _____

Website: _____

Address: _____
Street City State Zip Code

Event organizer name: _____

Title: _____

Telephone: _____ Fax: _____

Cell Phone onsite during event hours _____

Email Address: _____

Address: _____
Street City State Zip Code

**** NOTE: Non-profit must attach copy of 501(c)3**

Event Name: _____

Date: _____ Location: _____

Is this a park event? ☐ Yes ☐ No If Yes, which park? _____

Type of event (check all appropriate):

- | | | | |
|-------------------------------------|--|---------------------------------------|--|
| <input type="checkbox"/> Assembly | <input type="checkbox"/> Entertainment | <input type="checkbox"/> Parade* | <input type="checkbox"/> Solicitation (donation) |
| <input type="checkbox"/> Concert | <input type="checkbox"/> Environmental Festival | <input type="checkbox"/> Race (foot)* | <input type="checkbox"/> Solicitation (petition) |
| <input type="checkbox"/> Leafleting | <input type="checkbox"/> Educational | <input type="checkbox"/> Rally | <input type="checkbox"/> Walk-a-thon* |
| <input type="checkbox"/> Festival | <input type="checkbox"/> Other (please describe) _____ | | |

REQUIRED: A copy of your proposed route and/or map including assembly and disbanding area must be attached to this application.

Purpose of this event (attach agenda of activities if desired): _____

Office Use Only: Date Received _____ Application Fee _____ Event Fee _____ Security Deposit _____
Application Number _____

Please fill in table below with all requested date(s) and time(s):

NO RAIN DATES

Activities	Starting Date(s)	Ending Date(s)	Starting Time	Ending Time
Setup Date(s)				
Actual Date(s)				
Breakdown Dates(s)				

****NOTE: Not more than five event dates (consecutive or nonconsecutive) per application or location.**

Please list the name (and address or closest cross streets) of the PARK or PLAZA. Also include names of pavilions, gazebos, or specific area information for this event. _____

Will any public street(s) need to be partially closed or blocked-off? ☐ Yes ☐ No

Please describe requested street closures: _____

Is your event open to the general public? ☐ Yes ☐ No

Is this the first time you are holding this event at this location? ☐ Yes ☐ No

If this is not a new event, how does it differ from previous years?

For new events: total number of expected participants (volunteers, walkers, etc.) and spectators anticipated:

Daily _____ Overall Total _____

If applicable: Attendance totals for last event:

Daily _____ Overall Total _____

FUNDING

Has your organization received any outside funding or sponsorship for this event? ☐ Yes ☐ No

If yes, please explain in detail: _____

PUBLICITY

How do you plan to publicize this proposed event (if available, attach a copy of publicity plan or flyer)?

Will any signs, banners or flyers be hung or posted (other than on stages/booths)? ☐ Yes ☐ No

Please describe the proposed location(s) of the signs; banners, etc. (attach a site plan if available):

****NOTE: It is a violation of Baltimore City Ordinances to post or hang in any manner, directional markers, notices, or banners to any tree or lamp post.**

EQUIPMENT

Do you plan to erect temporary structures, such as stages, tents, displays, fences, etc.? ☐ Yes ☐ No
If you would like City Owned Equipment, please fill out the Application for City Services & Equipment and return it with this application. If you plan to bring equipment to your event, please fill out the information below. Please describe the size, number, capacity, etc. of the temporary structures you are providing.

Stages: _____

Tables: _____

Displays: _____

Tent: _____

Booths/Other: _____

If a tent(s) will be erected:

Name of Tent Company: _____

Address: _____ Telephone: _____

Contact person: _____ Title: _____

If fencing will be erected:

Name of Fence Company: _____

Address: _____ Telephone: _____

Contact person: _____ Title: _____

List proposed dates for fencing construction and breakdown:

Construction _____ Breakdown _____

REQUIRED: A site plan and/or drawing indicating the location of the items listed below:

****NOTE: If a tent is over 400 square feet, please contact the Department of Housing and Community Development, Building Inspections, at 410.396.3470 for a permit.**

Will any type of sound amplifying equipment or devices be used? ☐ Yes ☐ No

If yes, please list the type of equipment and wattage: _____

****NOTE: You must comply with all Baltimore City ordinances regarding acceptable noise levels. Sound and/or noise levels must not disturb visitors in the area or interfere with the normal operation of businesses in the vicinity. All music/amplified sound must end at 9:00 p.m. Please complete the Application for Temporary Noise Exemption.**

Are you providing a generator as a power source? ☐ Yes ☐ No

Do you need the use of electricity (a fee may be assessed for this service)? ☐ Yes ☐ No

If yes, and you would like the City to provide, please complete the **Application for City Services and Equipment**. If yes, and you are providing, please list operational needs: _____

Is a power source available at the proposed location? ☐ Yes ☐ No

If yes, is access available or will it have to be turned on (please explain)? _____

REQUIRED: Attach an electrical plan for your event.

Do you plan to provide musical entertainment? ☐ Yes ☐ No

If yes, please describe (big band, reggae, singer, etc.) and attach a copy of your program: _____

Do you plan to provide other entertainment?

☐ Yes

☐ No

If yes, please describe or attach a copy of your program: _____

Do you plan to have animals on site?

☐ Yes

☐ No

****NOTE: This does not apply to "service animals" which that have been individually trained to do work or perform tasks for the benefit of an individual with a disability.**

If yes, please list how many and the type of each animal. _____

You must also list provisions that have been made for animal care, containment and waste removal.

Name of the Company: _____

Address: _____ Telephone: _____

Contact Person: _____ Title: _____

****NOTE: Pony rides are not permitted in parks/plazas.**

Do you plan to have any amusement/mechanical rides, or amusement devices (Moon bounce, etc.)?

☐ Yes

☐ No

If yes, please explain and provide the name, address, and phone number for the amusement vendor: _____

Name of the Amusement Company: _____

Address: _____ Telephone: _____

Contact Person: _____ Title: _____

****Note: Any event with amusement/mechanical rides or with children's amusement devices will be required to provide proof of liability insurance, naming the Mayor, the City Council, the Department of Recreation and Parks, and employees of the City of Baltimore as additional insured. This document must be submitted to the BCRP Permits Office at least one month prior to the proposed event—no exceptions.**

The certificate of insurance must state the following: "The Mayor and City Council of Baltimore City, and Employees of the City of Baltimore are named as additional insured for (insert name of event) on (list event dates including starting setup date through ending breakdown date) to be held at (insert event location)". Note: Your personal or organizational homeowners/renters insurance will not cover this.

FINANCIAL TRANSACTIONS

Will an admission, registration, or membership fee be charged?

☐ Yes

☐ No

If yes, please explain the type of fee, amount, purpose, and parties that will receive the proceeds: _____

Will donations/contributions be accepted or solicited during this festival?

☐ Yes

☐ No

If yes, please explain how these donations will be generated or solicited: _____

List all parties who will receive the proceeds from the donations or contributions: _____

****Note: If this event will generate proceeds, funds or donations, you must include proof of nonprofit status (e.g. 501(c)3 Tax- Exempt Recognition from the IRS or MD Dept. of Assessments and Taxation).**

Do you plan to have a money/prize wheel, raffle, bingo, etc.?

If yes, list the type of activity and the licensee for each type: _____

****Note: A permit is required by law. Please contact BCPD at 410.396.2130 at least six weeks in advance.**

FOOD AND MERCHANDISE

A food permit will be required if food/refreshments are served. There is a fee for this permit. The Temporary Food Permit can be found in our Application Packet on our website or the Health Department website. Please contact BCHD Food Permits desk at 410.396.4544. MD State sales tax must be collected for all food/merchandise sold at public events. Please contact the State of MD Comptroller's Office for more information. All vendors are required by law to have proper licenses and/or permits displayed onsite during the event dates. Failure to produce or display proper permits and/or licenses upon request will result in the immediate suspension/closure of the activity/vendor.

Do you plan to sell, distribute/giveaway food/refreshments and/or merchandise?

☐ Yes (sell) ☐ Yes (distribute/giveaway) ☐ No

If yes, please explain: _____

If yes for merchandise, how many tents or tables will be setup? _____

If yes for food/refreshments, how many tents or tables will be setup? _____

REQUIRED: An attached list of your food and merchandise vendors with contact information.

Will gas grills, propane stoves, or similar devices be used? ☐ Yes ☐ No

****Note: You must provide appropriate safety equipment (fire extinguishers, etc.). Open burning, ground fires, and disposal of oil/grease onto Baltimore City property are prohibited. Grease/oil must be kept and disposed of in a proper manner. You are liable for damage caused by improper grease/oil dumping.**

Do you plan to serve or sell beer or wine? ☐ Yes ☐ No

If yes, please explain: _____

****Note: A liquor license is required through the Liquor License Commissioner's Office at 410.396.4377. You must also arrange for on-duty police officers through BCPD, Special Events/Overtime Unit at 410.396.2597. The necessary number of officers for your event will be determined by a review of your Special Event application. The sale and consumption of beer and/or wine during the operational hours of your event must be in a contained area (e.g. beer garden).**

WASTE REMOVAL

If you would like City services or equipment, please fill out the **Application for City Services and Equipment**.

Portable Toilets

How many portable toilets are you providing? _____ Accessible portable toilets? _____

Where will they be set up? _____

REQUIRED: Attach a site plan showing portable toilet location and label the accessible toilets.

Name of the Company: _____

Address: _____ Telephone: _____

Contact Person: _____ Title: _____

Delivery Date: _____ Removal Date: _____

Garbage/Refuse

How do you plan to remove garbage/refuse? _____

List the name and phone number for the person responsible for cleanup (cleanup committee head). _____

Name


Telephone Number

Do you require trash receptacles, dumpster(s) or load packer(s) from the City? ☐ Yes ☐ No

If yes, complete the **Application for City Services and Equipment**.

REQUIRED: Attach a site plan for placement of trash receptacles, dumpsters, load packers and recycling bins.

**** Note: Failure to properly clean site will result in loss of security deposit.**

PARKING AND TRAFFIC CONTROL  (Each accessible parking space should be clearly marked with a vertical sign displaying the accessibility symbol. Directional signs to the parking area must be strategically placed and give clear directions to the accessible parking lot/area.)

What is your plan to provide parking for event attendees? _____

How many parking spaces are you providing? _____ Accessible parking spaces? _____

REQUIRED: Attach a site plan for parking including the accessible spaces and route.

What is your plan to provide parking for volunteers, staff, VIP's during the event? _____

Provide copies of parking passes.

What is your plan to provide accessible parking provisions? _____

Who will be providing traffic control for parking and/or pedestrian access to your event?

Name of Company providing traffic control: _____

Address: _____ Telephone: _____

Contact Person: _____ Title: _____

Will you be promoting public transportation access to your event?

☐ Yes

☐ No

Do you need information regarding public transportation access?

☐ Yes

☐ No

SECURITY AND EMERGENCY PROVISIONS

What are your plans for providing security and crowd control?

Name of the Security Firm: _____

Address: _____ Telephone: _____

Contact Person: _____ Title: _____

What are your plans for providing emergency medical services? _____

Please provide copies of security and EMS contracts and attach a copy of bonding and insurance for each.

FIRE DEPARTMENT

Tent Inspection

Will you have tents?

☐ Yes

☐ No

Will any of the tents be 400sq. ft. or larger?

☐ Yes

☐ No

If the answer to both of these questions is yes, the Fire Department will need to inspect your tents(s) for fire safety and egress. There is a \$150.00 one-time inspection fee and not a per-tent fee. Usually, the company supplying the tent will ensure this inspection occurs. As the event coordinator, you need to check and see if this is included in the tent vendor's responsibility and if they are paying the fee.

Fire Marshall

The Fire Marshall will review your maps and plans to make sure you have emergency access (20 feet wide). For certain events the Fire Marshall will attend and ensure requirements are being met. There is an hourly fee of \$55.00

Fire Inspection

All events must maintain access for emergency vehicles (20 feet clear) and may not block fire hydrants. Open burning is prohibited. Fire Department conditions may include the following (Fire Department staff will check the following additional requirements that will apply to this event).

- Must provide a portable fire extinguisher at each booth used for cooking. (2A-10BC for cooking and warming. Class K for deep fat fryers or any appliances using animal fat, vegetable oil or fat).
- Propane tanks must be properly secured.
- Must obtain a tent permit from the Fire Department, if over 400 square feet.
- Must provide a portable fire extinguisher
- Must provide a detailed floor plan of the tent showing the location of fire extinguishers, exit signs emergency lighting units.
- Must contact the public assembly office for final approval.

EMS Personnel

The Fire Department EMS personnel will work with you to determine the best way to handle emergency services.

1. How do you propose to accommodate health related emergencies? Check what applies

☐ Requesting Baltimore City provide EMS (ambulance and crew). There is a fee for this service.

☐ This is a small event and we will call 911 if needed.

☐ Using private EMS or other Health Services

2. If private EMS or other Health Services are to be provided, please fill out the information below.

Private Ambulance or Health Care Institution (number and type of services)

Description of Service: _____

Company Name: _____

Address: _____ Telephone: _____

Contact Person: _____ ID Number: _____

What are your plans for providing emergency medical services? _____

****Note: There is an hourly fee for Fire Department Services.**

CONDITIONS OF YOUR APPLICATION

Submitting this SPECIAL EVENT application does not provide permission to conduct your planned event. If the date(s) and/or location(s) requested is not available or if the location requested is not an approved site to conduct your proposed event, you will be contacted by the City and alternative arrangements will be suggested or made. Your confirmation will be in the form of a PERMIT, issued to the organization and/or person responsible for conducting the festival. **Please do not send out notices, publicity, flyers, and other media prior to receiving confirmation.**

If this event will generate proceeds, funds, or donations, **you must provide proof of your organizations nonprofit status with this application** (e.g. 501(c) 3) tax-exempt recognition from the Internal Revenue Service, MD State Department of Assessments and Taxation, or a copy of the page from the Baltimore City Community Organization Directory with your organization listed.

All fees, security deposits, agency reimbursement costs (e.g. security, traffic control, electrical, cleanup, etc.), and/or additional documents (e.g. site plans, proof of liability insurance, nonprofit status, etc., if required), must be paid and/or received before your permit can be issued).

Return this application and all the items you have checked to:

DEPARTMENT OF GENERAL SERVICES,
1ST Floor Permit Section
200 HOLLIDAY STREET
BALTIMORE, MD 21202

Or

DEPARTMENT OF RECREATION AND PARKS
PERMIT OFFICE
3001 EAST DRIVE
BALTIMORE, MD 21217

Or

If your event is canceled or postponed,
please notify the permit office immediately.
410.396.6003/6-7070
Monday through Friday
10:00 a.m. to 4:00 p.m.

Thank you for your permit application.
We look forward to working with you To
ensure your event's success

CANCELLATION/REFUND POLICY: Written notification of intent to cancel the event must be received in writing 30 days prior to the proposed event date(s) to be considered for a refund. It should be received by the Permit Office and will be accepted in person, by mail to the addresses above, by email to specialevents@baltimorecity.gov or mailed to the Permit Office, Lobby, 200 Holliday Street, Baltimore, MD 21202. For Park Permits email parkpermits@baltimorecity.gov or fax 410.662.7158.

PLEASE SIGN AND DATE

1. I certify that all of the information included above or submitted under separate cover is true and accurate to the best of my knowledge.
2. I read, understood, and agree to the Baltimore City Special Event Guidelines and any rules or regulations described in the documents or in my completed Special Event application.
3. By signing and submitting this application, I and/or the sponsoring organization(s) agree to abide by the rules and regulations of the City of Baltimore, especially those rules and regulations pertaining to permits.

Applicant's Signature

Date

Accessibility Guidelines for Special Events

The City of Baltimore is committed to providing equal access to permitted special events to people with disabilities. We require the event organizers to comply with the provisions of the Americans with Disabilities Act (ADA). The Americans with Disabilities Act 2010 Standards provide guidelines for such temporary events as festivals, parades, and concerts. When submitting your application please make sure you adhere to the guidelines below.

PUBLICITY

If your event will be fully accessible integrate access symbols into the design of your ad, brochure, or flyer. When advertising your event, note wheelchair accessibility by using the wheelchair symbol, which indicates access for people with limited mobility. Use the symbol only if the facility and/or area are accessible to people using wheelchairs, including entrances, restrooms, assembly areas, etc. Other frequently used symbols include: access for individuals who are blind or have low vision, accessible parking, telephone typewriter (TTY), assistive listening systems, braille, volume-controlled phone, large print and info. If your event will be partially accessible because of site constraints only integrate the access symbols that apply. Access symbols can be found on the internet.



SIGNAGE:

Clear, easy-to-read signs placed in consistent locations help visitors find their way around an event site and make choices regarding which activities or exhibits to attend. The international symbol for accessibility should be used on directional signage. **Refer to PUBLICITY section above.

ACCESSIBLE PUBLIC TRANSPORTATION:

All MTA services are accessible for individuals with disabilities. For more information on MTA Bus, Metro Subway, Light Rail or Mobility service, call 410-539-5000, 1-866-RIDE-MTA (toll-free), TTY 410-539-3497

PARKING AND TRAFFIC CONTROL

Accessible Parking Spaces: Use the table below to determine the required minimum number of spaces for your event based on the total spaces provided. When no on-site parking is provided, select the nearest possible parking area or garage and create accessible parking on an accessible route. If providing temporary parking in an unmarked area such as a field or blacktop you may designate accessible spaces by using traffic cones and temporary signage. Accessible parking must be within 200 feet of an accessible entrance.

Table 1			
Total Parking in Lot	Required Minimum Number of Accessible Spaces	Total Parking in Lot	Required Minimum Number of Accessible Spaces
1 to 25	1	201 to 300	7
26 to 50	2	301 to 400	8
51 to 75	3	401 to 500	9
76 to 100	4	501 to 1000	2% of Total
100 to 150	5	1001 to Over	20+1 for Each 100 over 1000
151 to 200	6		
<p>*1 in every 4 accessible spaces, but never less than one, must be van accessible. Dimensions (all dimensions are minimums): Accessible parking spaces are eight (8) feet wide; van-accessible spaces are eleven (11) feet wide. Access aisles for either type of space are five (5) feet wide. These adjacent aisles, which can be shared between two spaces, provide room for individuals to deploy vehicle-mounted wheelchair lifts and/or unload and use mobility devices such as wheelchairs, walkers, etc. An alternate design allows a van-accessible space to be eight (8) feet wide if the adjacent access aisle is also eight (8) feet wide.</p> <p>Access aisles must be marked (e.g., painted with hatch marks) to discourage parking in them. This is especially important where the alternate design is used and an access aisle at a van-accessible space is the same size as the space. The surface of accessible spaces and access aisles must be smooth, stable, and virtually level in all directions to ensure safe use for people with disabilities, including those who must load, unload, and use wheeled mobility devices.</p>			

ACCESSIBLE ROUTE:

An accessible route is a 36" path clear of all activities and exhibits from the accessible parking area to the accessible entrance. This means clearance from tables, display booths, etc. Accessible routes shall be clear of barriers, free of loose debris and protruding objects which are free standing or mounted to a fixed structure such as low hanging signs and newspaper dispensers.

ENTRANCES:

The entrance(s) should be barrier free with a minimum 32" opening. If a turnstile or revolving door is at the entrance, an alternate accessible route provided.

EQUIPMENT:

Stages: The stage is required to have direct access via a ramp if participants/spectators will be allowed on stage and if required by performers, speakers, etc. Stages over 6 inches require railing and edge protection. Stages provided by The City will be accessible. **Tables:** Provide 30" width tables for individual seating, 27 inches minimum knee clearance, and minimum 19 inches depth for dining and other activities; (BINGO, arts & crafts, etc.) See Table 2 below for quantity of tables required. **Counters:** A portion of the counter should be at least 36" wide and a maximum of 36" high. If accessible service counter/table is not provided, each vendor must offer to accommodate an individual by providing service in an alternate way. An example of an alternate way would be providing enough space beside the counter to pass items to customers who have difficulty reaching over a high counter. **Tents:** Guy wires should be located out of pedestrian pathways or have a detectable barrier or element such as a warning device such as sandbags. **Seating:** There should be an accessible seating area to accommodate a person(s) with the disability and their companion(s). The area should be 36" wide to accommodate the wheelchair. See Table 2 below for Number of Required Wheelchair Locations; **Cables, Wires, Other Equipment or Vehicles:** Must not interfere with accessible routes or pose hazards to people with vision disabilities. **Portable Assistive Listening Devices:** Should be provided for special events such as a musical concert or seminar. (A portable assistive listening device is usually used as a system where the audio source is broadcast wirelessly over an FM frequency. The person who is listening may use a small FM Receiver to tune into the signal and listen at their preferred volume.)

Table 2	
Capacity of Seating in Assembly Areas	Number of Required Wheelchair Locations
4 to 25	1
26 to 50	2
51 to 300	4
301 to 500	6
Over 500	6, plus 1 additional space for each total seating capacity increase of 100

SERVICE ANIMALS: Service animals are allowed and must be under the control of their owners, on a leash and with the owner at all times. Disruptive or dangerous animals will be asked to leave the site.

FINANCIAL TRANSACTIONS: If you will be selling tickets for seating, you must provide a designated number of seating areas for guests with disabilities and their companion. See Table 2 above.

FOOD AND MERCHANDISE: Work with vendors to ensure that people with disabilities have access to food, drinks, merchandise, and services offered. Vendors should be advised to offer additional assistance to people with disabilities so they can participate equally. This generally involves only simple or minor procedural changes, such as bringing items to an interested individual from an inaccessible area. **Refer to EQUIPMENT section above for tables, counters & seating for eating.

WASTE REMOVAL

Portable Toilets: If one portable toilet is used, it must be ADA accessible. Where multiple single-user portable toilets are clustered at a single location, at least 5 percent of the toilet units at each cluster shall be required to be accessible. However if there are several clusters of toilets located throughout the event area at least one toilet must be accessible in each cluster. It is advised to locate the accessible toilets at the end of the clusters.

If food or beverages are available at the event, one portable toilet must be provided for every 125 people in attendance. If NO food or beverages are available, one portable toilet must be provided for every 250 people in attendance. Portable toilets must be fully accessible to persons with disabilities, in compliance with the Americans with Disabilities Act (ADA). Note: These services are not provided by the City of Baltimore. You are responsible for providing these services.

If you have any questions regarding the accessibility of your special event, please do not hesitate to contact Dr. Nollie P. Wood, Jr., Executive Director, Mayor's Commission on Disabilities. Please contact him via email at nollie.wood@baltimorecity.gov or phone at 443-984-3170.

ADA and ABA Accessibility Guidelines for Buildings and Facilities
www.access-board.gov/ada-aba/final.cfm

ADA Guide for Small Businesses
<http://www.ada.gov/smbusgd.pdf>

Americans with Disabilities Act - ADA HOME PAGE
www.ada.gov

Department of Justice - ADA Title III High-lights
<http://www.ada.gov/t3hilight.htm>

Federal Access Board
www.access-board.gov/about.htm